

# Instructions for Property Owner Registration and Occupancy Affidavit Forms

## Property Owner Registration form for new and established rentals:

The following information must be provided:

1. The complete address of the rental unit.
2. The number of buildings.
3. The number of rental units per building.
4. Enter the applicable category. Categories are listed below; however, if you are uncertain please leave blank.

Category 1 is any occupancy other than by the owner of a single-family dwelling unit.

Category 3 is purpose-built multi-unit housing, or purpose-built duplex.

Category 4 is a single-family unit that has been converted to multi-unit housing.

Category 5 is any occupancy of a condominium unit.

5. Owner(s). If the owner is a partnership and/or corporation, please provide the corporation name in the blank provided on the form.
6. Property agent/manager name and contact information. A local agent is **required** if the owner does not reside in Tippecanoe, Benton, Warren, Fountain, Montgomery, Clinton, Carroll or White counties. The agent must reside or have an office in Tippecanoe County. The agent may be one of the tenants.
7. Occupancy Affidavit: Required for all properties in R-1 & R-2 zoned areas. The occupancy affidavit may be submitted for leases beginning in August. If tenants are unavailable for signatures at this time, please contact this office to arrange for a date of submission.
8. Initial to grant consent the City of West Lafayette to conduct the inspection as per Chapter 6, Article V of the city code.
9. Sign and date the registration form.

## Occupancy Affidavit:

The following information must be provided:

1. Address of rental property.
2. List ALL residents and their relationship (if no relationship, state "none").
3. If a relationship is claimed, list the names and contact information of the persons through whom they are related. For example: If Jane Doe and Sally Smith are claiming to be cousins, then we require information of how they are related. Sam Doe (Jane's father) is the brother to Suzy Smith (Sally's mother).
4. List the lease effective dates.
5. The property owner or owner's agent/manager sign and date the form.
6. All residents (except minor children) sign, date and provide contact information on page two of the form.
7. If the residents refuse to sign, then the owner/manager signs and dates the bottom of page two.

## Occupancy limitations as defined by a "Family":

The maximum occupancy is a family. A family is defined as "one or more persons related by blood (*to the degree of first cousin*), marriage or adoption plus not more than two unrelated persons living as a single housekeeping unit". In the case of no relation, then the maximum number of occupants is three persons.

**Truth in advertising.**

In an effort to inform the public of the allowable occupancy limitations, all owners or their agent of a specific rental unit must clearly state in any advertisement, sign, other form of written representation, and in any oral statement, the occupancy limits of the rental unit. This includes the advertisement of any subleasing.

**Where to send completed forms.**

City code requires that the Property Owner Registration be on file before the inspection appointment can be made. Occupancy Affidavits can be submitted at a later date but please be aware that additional requests for these required documents can affect the term of your Inspection and Occupancy Verification.

Send the required documents to:

Rental Housing Inspection Office  
1200 N Salisbury Street  
West Lafayette, IN 47906

Please contact this office at (765) 775-5167 to arrange for an inspection appointment.

This is to provide guidance in the filing of a rental registration forms and is not intended to be an official interpretation of the law. Revised 6/26/2019